



DEPARTMENT OF COMMUNITY DEVELOPMENT
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USE PROCESS II SITE PLAN REVIEW

See *Federal Way Revised Code* (FWRC) Title 19, Chapter 60 for a detailed explanation of Process II. Also, see the back of this bulletin for a summary of the major steps for a Process II permit.

WHEN USE PROCESS II IS USED

Reference to Process II is found in several places in the FWRC, indicating that certain developments, activities, or uses are permitted only if approved using Process II. Any Process II application that is not exempt from the requirements of the *State Environmental Policy Act* (SEPA) will be reviewed using the procedural requirements of Process III.

HOW TO APPLY

The applicant (owner or owner's appointed agent) files a complete application with the Department of Community Development using the Master Land Use Application form available at the department. The applicant also provides any information or material as specified in the provisions of the FWRC describing the decision applied for and any additional information or material that the director determines is reasonably necessary for a decision on the matter. Please refer to the city's *Development Requirements for Process II* handout for a list of submittal requirements. In addition, all commercial, industrial, and office development proposals must meet the requirements of FWRC Title 19, Chapter 115, "Community Design Guidelines."

PREAPPLICATION CONFERENCE

A preapplication process is optional for Process II; however, if the Process II application also triggers *SEPA* review, the application will be reviewed using the procedural requirements of Process III, and applicants are required to schedule a preapplication conference to become familiar with city code requirements, policies, and regulations. Please contact the Permit Center (253-835-2607 or permitcenter@cityoffederalway.com) to arrange a preapplication conference. Refer to the city's preapplication conference handout.

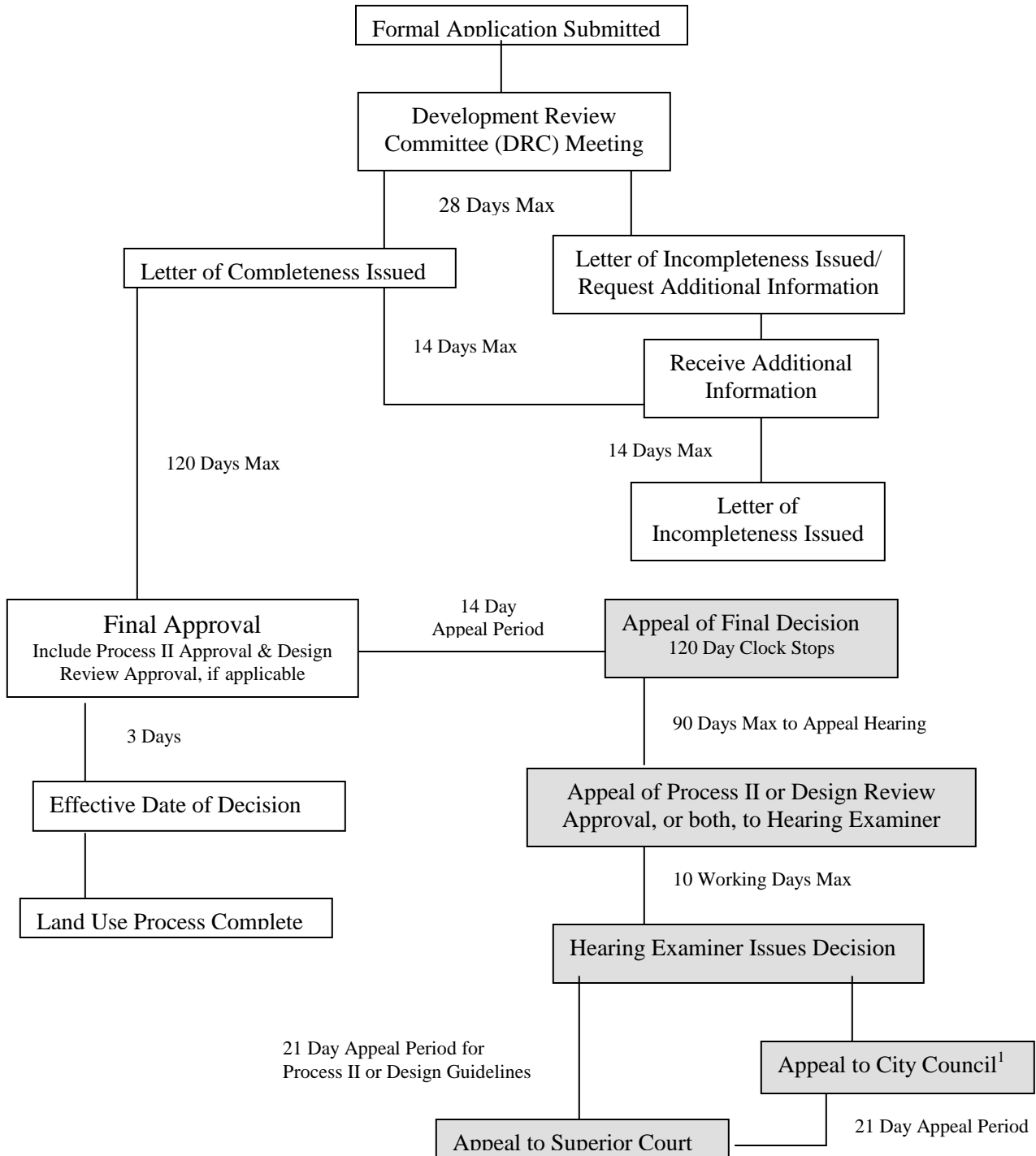
WHO MAKES THE DECISION

Under Process II, the Director of Community Development makes the decision based on review and analysis of decisional criteria, the official file, and written public comment. See FWRC 19.60.050 for the decisional criteria.

APPEALS

Any decision issued by the director can be appealed. The City of Federal Way Hearing Examiner decides appeals of Process II decisions after a public hearing. See FWRC 19.60.080 for detailed information regarding appeals of Process II decisions.

MAJOR STEPS FOR USE PROCESS II



¹Appeals of Process II Decisions on a public utility in a Neighborhood Business (BN), Community Business (BC), or Office Park (OP) zoning district would go to the Hearing Examiner and any further appeals would be heard by the City Council. Appeals of all other Process II decisions in these zones would go to the Hearing Examiner and the Superior Court would hear any further appeals.